

WCARS VE Procedure

Form 605

1. Print “Last Name” followed by suffix if applicable
2. Print “First Name” followed by middle initial
3. Print “Date of Birth” – remember to get the year correct – Not Req.
4. If you are licensed print your Call Sign – otherwise leave blank
5. If you are licensed print your license class – otherwise leave blank
6. Print your SSN or FRN (**REQUIRED FOR PROCESSING**)
7. Print your “Mailing Address”
8. Print “Email Address” – Not Req. but requested for Just In Case
9. Print your “City”
10. Print your “State”
11. Print your “Zip”
12. Print your Home Phone Number including Area Code – Not Required but needed Just In Case
13. Check appropriate boxes “Applying For”
14. If “Change Call Sign” checked, it must be initialed
15. Read “Certify That” block and sign form in ink

Test Cover Sheet

1. Print “Last Name” followed by suffix if applicable
2. Print “First Name” followed by middle initial
3. Print DOB – Not Req.
4. If licensed print your Call Sign & Class Lic. – otherwise leave blank
5. Print your SSN or FRN (**REQUIRED FOR PROCESSING**)
6. Print your “Mailing Address”
7. Print your “Email Address” – Not Req. but requested
8. Print your “City”
9. Print your “State”
10. Print your “Zip”
11. Print your Home Phone Number including Area Code - Not Required but needed Just In Case
12. On Test Cover Sheet encircle all elements to be taken

Check In Table

- 1. Verify ALL information of Form 605 and Test Cover Sheet**
- 2. Verify Photo ID**
- 3. If child verify Parent's ID and confirm child's ID**
- 4. Verify Original License, Class License and Expiration Date and record on Test Cover Sheet**
- 5. Verify CSCE for Elements for credit, VEC issuing, Location of test, date of issue and record on Test Cover Sheet**
 - A. License Class**
 - B. Call**
 - C. Expiration Date**
 - D. Verify CSCE claimed and record Elements, VEC, Location and Issue Date**
- 6. Be sure calculator is not programmable and have candidate remove battery and replace it in front of you IF it is programmable**
- 7. Verify candidate has Form 605, Test Cover Sheet, Copy of License, Copy of CSCEs**
- 8. Verify Test Cover Sheet has "Elements to be Taken" are circled**
- 9. Collect \$10.00 fee in cash and check off on Test Cover Sheet**